

# Retention and Classification Report

**Agency:** Department of Workforce Services. Beaver Employment Center  
(1911)  
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Beaver, UT 84713-1138

**Records Officer** Amanda McPeck

20309	Eligibility case files
25430	Employment case management files
07300	Home energy assistance target program case files
18576	Transmittal records

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 20309

3

**TITLE:** Eligibility case files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 07/13/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 20309

**TITLE:** Eligibility case files

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of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 25430

3

**TITLE:** Employment case management files

**DATES:** 2004-

**ARRANGEMENT:** Alphabetical by surname of client

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This series contains client case files created by employment counselors in the employment center. The files document client participation in a variety of state and federal programs aimed at assisting clients in obtaining employment. These programs include income eligible child care, Workforce Investment Act (WIA) training, General Assistance (GA), Working Toward Employment (WTE), Family Employment Program (FEP), and Able Bodied Adults Without Dependents (ABAWD) programs. Files in the series may include such records as program participation agreements, a variety of assessments documents, eligibility determination documents, income verification documents, resumes, school class schedules, school grade reports, progress reports, payment vouchers, and employment verification documents.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 06/03/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after after case file is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 25430

**TITLE:** Employment case management files

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**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302 (2008)

**SECONDARY CLASSIFICATION(S):**

Controlled.       UCA 63G-2-304(1) (2008)

Protected.       UCA 63G-2-305(10) (2008)

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 7300

3

**TITLE:** Home energy assistance target program case files

**DATES:** 1981-1997

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 7300

**TITLE:** Home energy assistance target program case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 18576

3

**TITLE:** Transmittal records

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**AGENCY:** Department of Workforce Services. Beaver Employment Center

**SERIES:** 18576

**TITLE:** Transmittal records

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY CLASSIFICATION:**

Public